

Salary Schedule	MOU	Benefits
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City of Alameda
Code No. 3545
Approved by C.S.B.
04/10/2013

LIBRARY CIRCULATION COORDINATOR

DEFINITION

Under direction coordinates and oversees Library Circulation Services including supervision, training and evaluation of assigned library paraprofessional, technical and clerical staff; provides basic management assistance related to other library programs, services and operations planning, review and implementation; performs other related work as required.

DISTINGUISHING FEATURES

The Library Circulation Coordinator is in charge of personnel and activities associated with circulation of library materials and maintaining records of the library's collection. Assigned operations and functions include inter/intra library loans, shelving, over dues, and public desks providing check out, return, registration and information services. The incumbent is expected to exercise independent judgement and discretion and to participate in management planning and provide assistance in program and operations review, development and implementation.

EXAMPLES OF DUTIES

1. Plans and schedules Library Circulation Services including daily staffing and work plans.
2. Supervises and may participate in the work of assigned staff to ensure optimal customer service, work standards and operational efficiencies; daily circulation activities include issuing materials to patrons, processing of returned materials, providing counter and telephone assistance to patrons, collection of fines and fees and proper cash handling, and materials records maintenance.
3. Serves on the Library management team and participates in reviewing, planning, and developing circulation and other library procedures and processes, and in ensuring close coordination of programs and services; makes recommendations and implements approved policies and procedures.
4. Handles the most complex and sensitive circulation situations and patron issues; responds to and resolves patron concerns and complaints.
5. Maintains up-to-date knowledge of modern library circulation services, trends and technologies.
6. Assesses reviews and analyzes library circulation computer systems and services; provides training and technical assistance to library staff and patrons; troubleshoots basic computer system problems.
7. Participates in the preparation and administration of vendor contracts and services.
8. Establishes and maintains a variety of files and recordkeeping systems; maintains and reviews statistics and prepares and may present analytical studies and reports.
9. Assesses circulation staff training needs; plans, prepares and provides staff training; develops and maintains circulation services procedures manuals.
10. Participates in the preparation and administration of the library circulation services budget.
11. Supervises, trains and evaluate assigned staff.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school. Supplementary library science college coursework is desirable.

Experience: Two years of responsible technical or paraprofessional library experience, preferably in a lead or supervisory capacity.

Knowledge

Knowledge of current library integrated computer systems, automated library circulation systems and modern library technology systems and equipment; modern library policies, terminology, and practices, including circulation procedures and use of the Dewey decimal system; public library facilities management; general library administration including budget and operations review and analysis; modern office practices and procedures; and personnel administration.

Ability

Ability to effectively coordinate and oversee Library Circulation Services and provide basic management assistance related to other assigned library programs, services and operations; utilize, operate and perform routine maintenance and repair of designated specialized library computer systems, equipment and software; utilize computer equipment and information for data analysis; interpret and apply established City policies, procedures and codes; establish and maintain accurate records; plan, administer and evaluate work programs; interpret and analyze information; draw valid conclusions and project consequences of decisions and recommendations; prepare studies and reports; set priorities, meet deadlines and make sound decisions; establish and maintain accurate records; communicate effectively; establish and maintain effective working relationships with employees, library patrons, vendors, and communities groups; and supervise, train and evaluate assigned staff.

Special Requirements

Willingness and/or ability to work rotating and/or irregular shifts, including nights and weekends.

Other Requirements

Selected positions may require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.